



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
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3	Job Classification	PROJECT MANAGER
4	Posting Number	PN# 105253
5	Department	Building Services Department
6	Division	Design and Construction
7	Section	N/A
8	Reporting Location	900 Bagby*
	Workdays & Hours	M – F 8:00 a.m. – 5:00 p.m. * * Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Interfaces with departments and outside agencies or firms to discuss programs and projects. Maintains records and reports to supervisors on construction contracts; provides input for departmental decision-making and planning. Responds to complaints or inquiries from citizens, City officials or outside agencies; represents the department at conferences and meetings. Manages multiple contracts of various sizes. Serves as liaison between City personnel and contractors, architectural/engineering consultants or testing laboratories. Reviews, approves and tracks consultant or testing laboratory estimates. Requires experience in management, bidding and procurement, and complete construction administration.

10 **WORKING CONDITIONS**
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor’s degree in landscape Architecture.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field are required.

13 **MINIMUM LICENSE REQUIREMENTS**
Requires experience in landscape architecture design and construction. Registration as a Professional Landscape Architect in the State of Texas is required. PlusValid Texas Class C driver’s license and compliance with the City of Houston Motor Vehicle Assignment and Use Policy (AP 2-2).

14 **PREFERENCES**
None

15 **SELECTION/SKILLS TESTS REQUIRED**
None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24
\$1,419 - \$2,502 Biweekly \$36,894 - \$65,052 Annually

18 **OPENING DATE** June 15, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources Department Telephone Device for the Deaf (TDD) Phone Number is (713) 837-9496.**

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